Capital Improvement Program Proposal – Detail

Department Name	Building	*Project*	Micro Film Conversion to digital
		Fiscal Year	2011
		Cost	$100,000
Department Head	Frank Ramsbottom	*Priority*	1 *of* 2

1. Description : The Building Department records are archived on micro film aperture cards and micro fiche. This is an antiquated system; the equipment to do both the microfilming and to read the film is old technology and is fading away. Also the micro film itself is getting old and is fading and we are losing records. Converting to digitally stored records will allow easier access to the records which will save time for both town staff and the general public.

2. Useful Life

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

	Schedule Replacement	*X*	*Increase Personnel Efficiency*
	New or Expanded Service		*Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)*
	Other (Please Explain)		

4 Justification T he Time it takes for records research, the age of the micro film and the lack of available space to continue storing micro film.

5. How Was this Project's Priority Determined? This is necessary for the continued smooth and efficient operating of the building department.

6. Estimated Cost $100,000
Less Trade-In (If Applicable)
Net Cost

7. Are Non-Town Revenues Available to Reduce Cost?
No

8. If this Project is Delayed, What will be the Effect on your Department? People are much more cautious about real estate trans actions and are doing much more research this results in much more work for the building department resulting in an overall slowing of other services. Also there is the loss of records due to aging of the micro film which the building department is required to maintain.

9. Please Describe the Effect of this Project on your Operating Budget.

Capital Improvement Program Proposal – Detail

Department Name	Building	*Project*	Replace Inspectional Vehicle
		Fiscal Year	2011
		Cost	$32,000
Department Head	Frank Ramsbottom	*Priority*	2 of 2

1. Description Replacement of a 1999 Ford Contour Inspectional Car

2. Useful Life 10 Years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement	*Increase Personnel Efficiency*
New or Expanded Service	*XReplace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)*
Other (Please Explain)	

4 Justification The Vehicle is at the end of its useful life. The Highway department give it one more year of use.

5. How Was this Project's Priority Determined? This is necessary for the continued smooth and efficient operating of the building department .

6. Estimated Cost $32,000
Less Trade-In (If Applicable)
Net Cost

7. Are Non-Town Revenues Available to Reduce Cost?
No

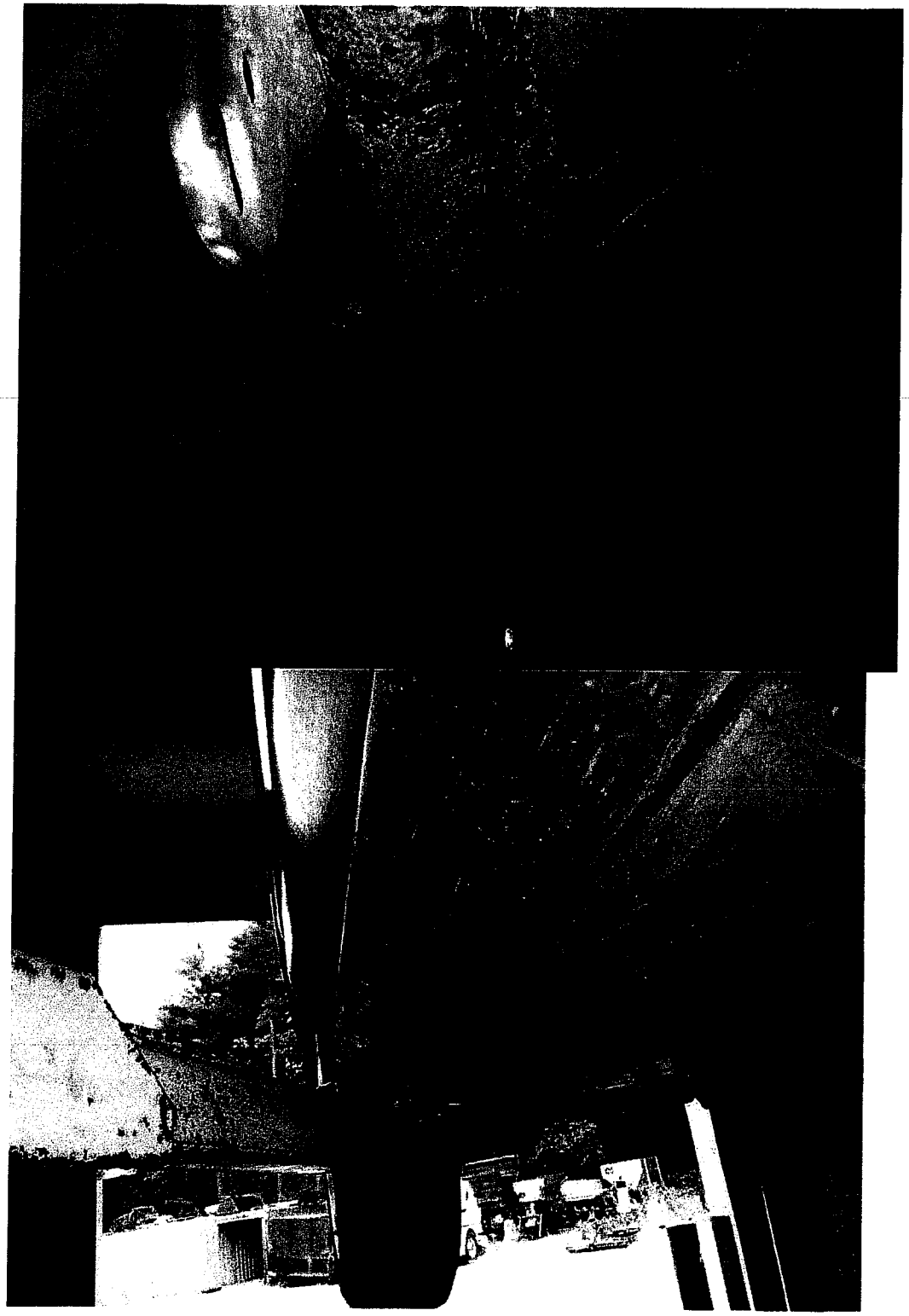
8. If this Project is Delayed, What will be the Effect on your Department? If this vehicle is not replaced eventually we will have to start using are own vehicles for inspections at the an estimated cost to the town of approximately $4,000.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget	*Expense Budget*
Increase	Increase
Decrease	Decrease

10. Attachments, if Applicable.

10. Attachments, if Applicable.



Capital Improvement Program Proposal – Detail

Department Name	**Council on Aging**	***Project***	**Increase parking at Senior Center**
		Fiscal Year	**2011**
Department Head	**Jean Fleming**	***Cost***	**$50,000**
		Priority	**1** *of* **1**

1. Description

Add up to 10 more parking spaces for the Acton Senior Center, increasing from 39 to 49. Highway Department would do the construction, at approx. $5000/ space..

2. Useful Life Indefinite

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

	Schedule Replacement		***Increase Personnel Efficiency***
x	***New or <u>Expanded</u> Service***		***Replace Obsolete or Unsafe Equipment***
	Other (Please Explain)		***(Explain Disposal of Old Equipment)***

4. Justification

The Senior Center currently has 39 parking spaces, including 4 handicapped spaces. When multiple programs and classes are taking place concurrently, or when there is a large program or dinner attracting 60 – 80 people, senior citizens need to park on Audubon Drive and walk up the long driveway to the senior center. This is difficult for seniors with walking or respiratory difficulties, particularly in inclement weather. The addition of these spaces would make it possible for more seniors to park closer to the building.

5. How Was this Project's Priority Determined?

We have requested additional parking for the last 4 years. We decided against this request for FY10 because an ongoing study was exploring whether the senior center would be expanded or built in a new location in the future. We now expect that the senior center will be in the current location at least the next 5 – 10 years. Therefore, we are requesting a moderate # of new spaces to help accommodate present and future needs over that time period.

	$50,000
Less Trade-In (If Applicable)	
Net Cost	***$50,000***

7. Are Non-Town Revenues Available to Reduce Cost?

Not that I am aware of.

8. If this Project is Delayed, What will be the Effect on your Department?

Parking challenges will remain the same when multiple high attendance programs are going on simultaneously or when there are large social or educational events. Some seniors may not attend if they don't want to walk up the hill to the senior center.

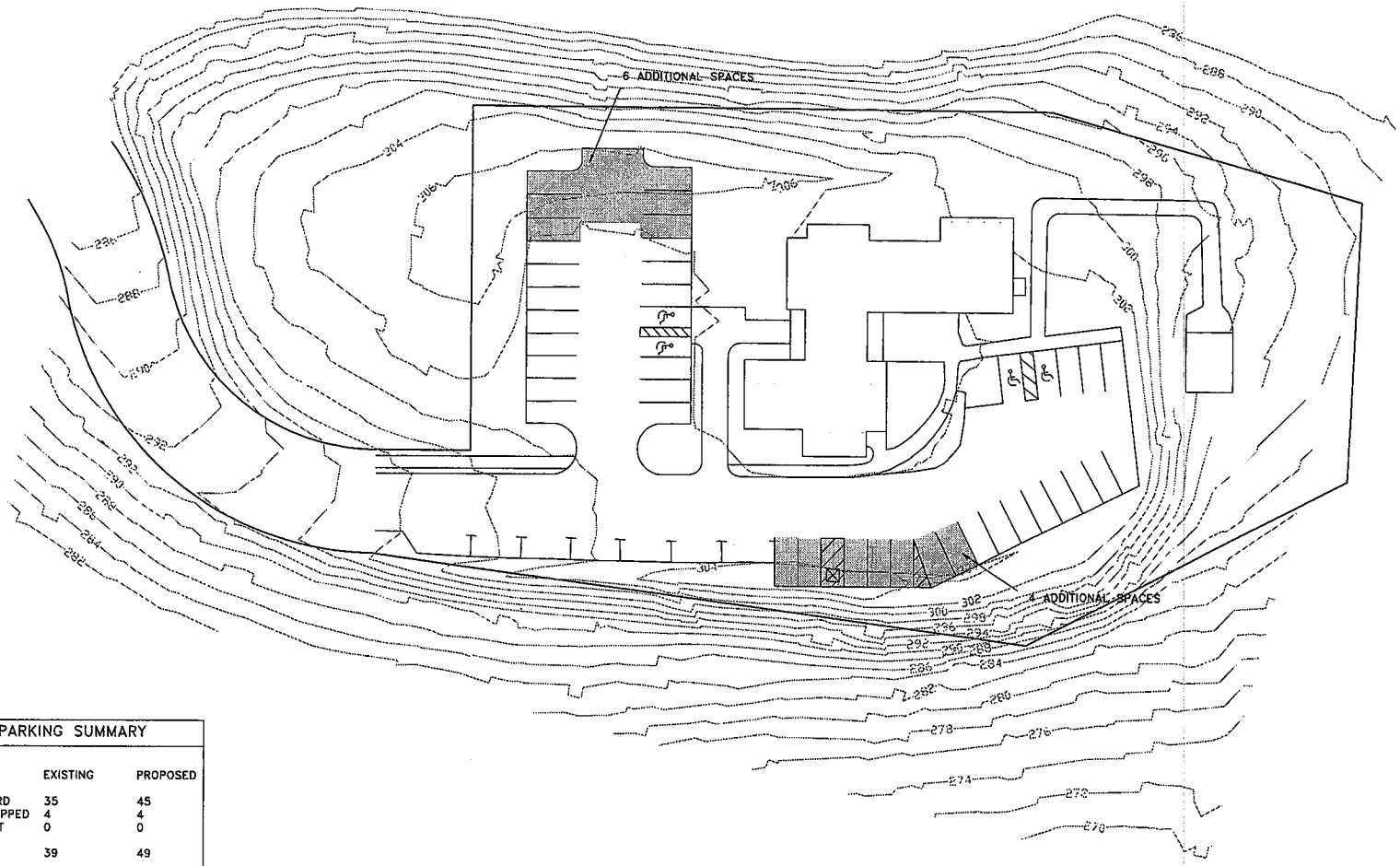
9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>		***<u>Expense Budget</u>***	
Increase		Increase	x
Decrease		Decrease	

10. Attachments, if Applicable: ***More detail forthcoming from the Engineering Dept.***

Fiscal Year 2011 Council on Aging Parking Expansion

SHEET 1 OF 1



PARKING SUMMARY		
SPACES	EXISTING	PROPOSED
STANDARD	35	45
HANDICAPPED	4	4
COMPACT	0	0
TOTAL	39	49

0' 20' 40' 60'

P:\Drawings\Aubudon Hill\dwg\Aubudon Hill - 10 Space Expansion.dwg

TOWN OF ACTON ENGINEERING DEPT.

AUDUBON HILL
SENIOR CENTER

10-SPACE PARKING EXPANSION

SCALE: 1" = 20' | 11/5/2009

Capital Improvement Program Proposal – Detail

Department Name	**Engineering Department**	***Project***	**Quarry Road and Main Street Drainage**		
		Fiscal Year	**2011**		
Department Head	**Bruce Stamski**	***Cost***	**$200,000**		
		Priority	**1**	*of*	**2**

1. Description

This project will correct deficiencies in the underground road drainage system in Main Street from Quarry Road north to the railroad tracks. The system is undersized for the area it serves. Manhole covers have been welded shut to prevent them from blowing off during major rainfall events. Some of the pipes have collapsed and have been sleeved with smaller pipes. The new system will improve water quality by adding retention basins and gas trap catchbasins.

2. Useful Life 30 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement		***Increase Personnel Efficiency***	
New or Expanded Service		***Replace Obsolete or Unsafe Infrastructure***	x
Other (Please Explain)			

4. Justification

The limited capacity of the present system causes Main Street to flood during thunder shower type storms. The upgraded system will help the Town comply with EPA Stormwater Phase II permit requirements.

5. How Was this Project's Priority Determined?

safety

6. Estimated Cost ***$200,000.00***

Less Trade-In (If Applicable) ***na***

Net Cost ***$200,000.00***

7. Are Non-Town Revenues Available to Reduce Cost?

Chapter 90 funds could be used.

8. If this Project is Delayed, What will be the Effect on your Department?

The Highway Department will continue to "patch" the system.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget		***Expense Budget***	
Increase	none	Increase	none
Decrease	none	Decrease	none

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**Engineering Department**	***Project***	**Replace Meters at Commuter Rail**
		Fiscal Year	**2011**
Department Head	**Bruce Stamski**	***Cost***	**$100,000**
		Priority	**2** *of* **2**

1. Description

The existing 107 meters are 15 years old and wearing out. There is considerable lost revenue do to jamming and freezing of the coin chutes. The present system requires users to have the fee in coins. A new metering system will have a central pay station that uses cash or credit cards and a cell phone call in payment option. The proposal is sufficient for the present number of metered spaces but could be expanded to handle more spaces if needed.

2. Useful Life 15 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

x	***Schedule Replacement***		***Increase Personnel Efficiency***
	New or Expanded Service	x	***Replace Obsolete or Unsafe Infrastructure***
	Other (Please Explain)		

4. Justification

A reliable fee collection system will enhance revenues and be user friendly.

5. How Was this Project's Priority Determined?

The existing meters are becoming increasingly unreliable

6. Estimated Cost	***$100,000.00***
Less Trade-In (If Applicable)	***0.00***
Net Cost	***$100,000.00***

7. Are Non-Town Revenues Available to Reduce Cost?

Funds from the parking lot revenue account can be used to purchase the meters.

8. If this Project is Delayed, What will be the Effect on your Department?

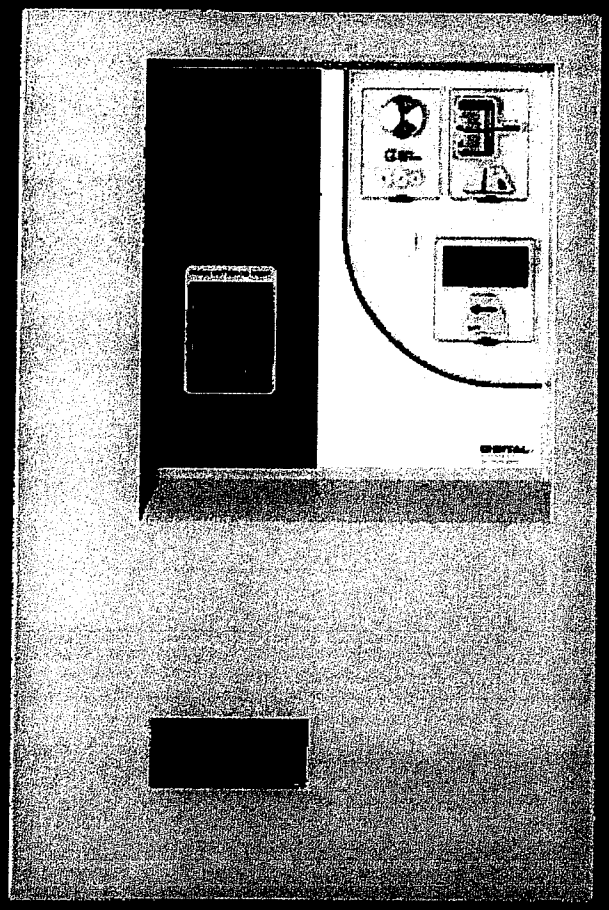
The Engineering Department will continue to maintain the meters and collect the money. More staff time will be required for this work.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget		***Expense Budget***	
Increase	none	Increase	none
Decrease	none	Decrease	none

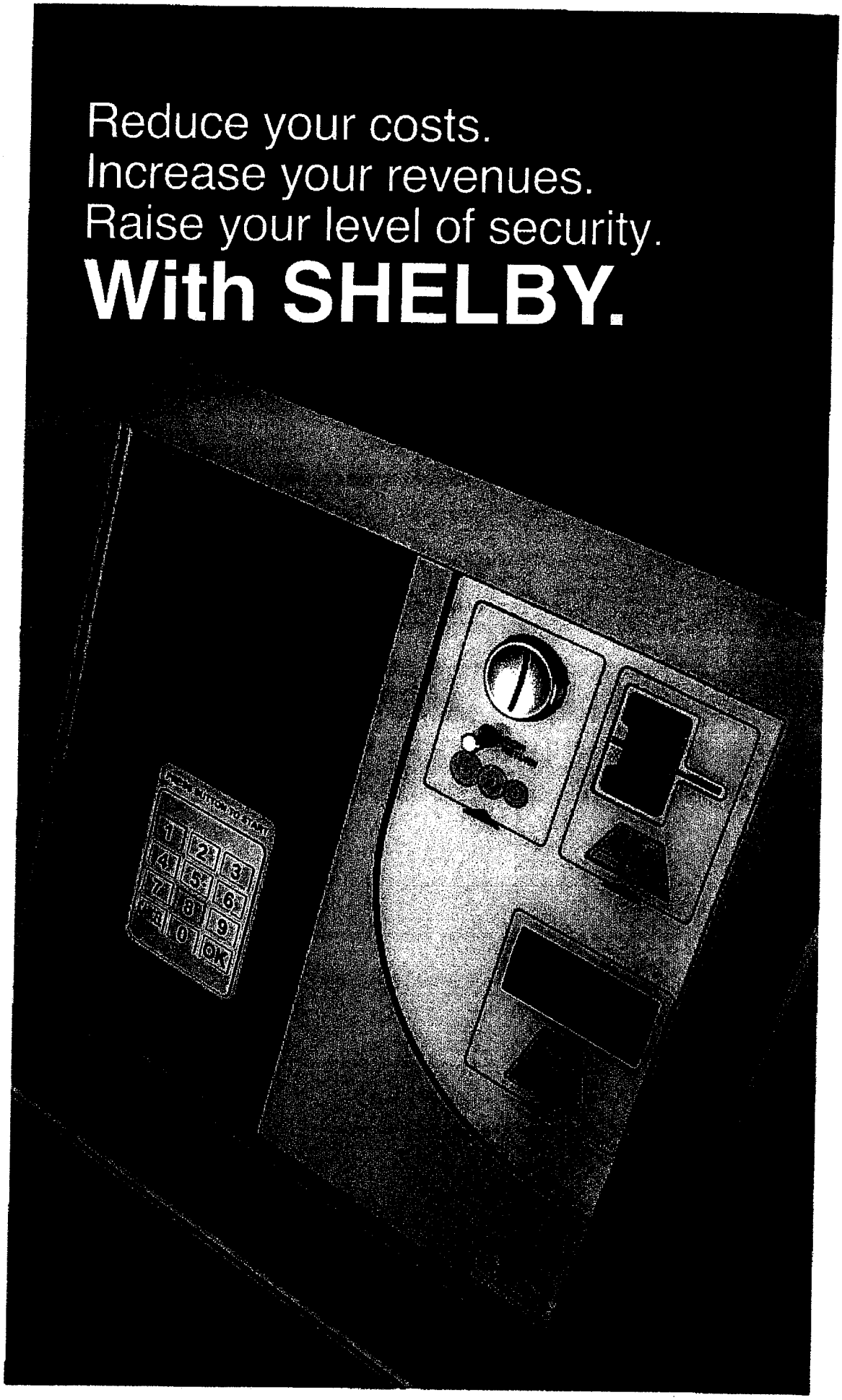
10. Attachments, if Applicable.

DIGITAL
PAYMENT TECHNOLOGIES



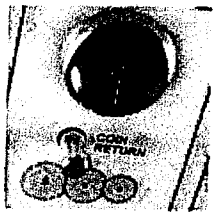
Reduce your costs.
Increase your revenues.
Raise your level of security.

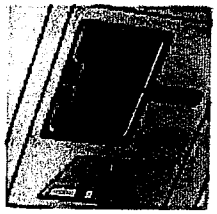
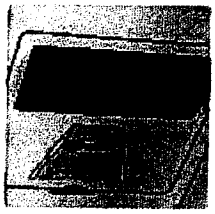
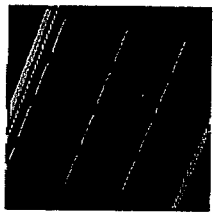
With SHELBY.



Digital Payment Technologies (DPT) created SHELBY to give parkers and off-street parking operators more options.

SHELBY has significant coin change capabilities with dual coin hoppers. But with SHELBY, it's more than just coins and bills. SHELBY offers network capability, real-time credit card authorization, and remote rate configuration. SHELBY works for parkers and parking operators.



The SHELBY Pay Station

Parkers prefer SHELBY because it provides:

- large full-color screen that's easy to read
- prompts in multiple languages
- better user experience
- standard payment options including coins, bills and credit cards
- advanced payment options such as smart cards or value cards

Parking operators choose SHELBY because it provides:

- theft-proof design to protect coins and bills
- high levels of encryption for data security
- the ability to configure rates remotely – by date, time, and payment type
- Pay-and-Display and/or Pay-by-Space modes
- integration with industry leading enforcement systems
- real-time credit card processing
- Payment Card Industry (PCI) compliance
- reduced maintenance and collection costs
- complete audit control
- real-time reporting and alarming

Connect with SHELBY

The SHELBY pay station can work in different modes.

Stand-Alone

Data is collected manually in an easy and efficient process. Our clients are provided with comprehensive management, reporting, and configuration control. Credit card transactions are processed in batches. Rates and messages are created off-line and transferred via sneaker-net. Stand-alone systems can be easily upgraded to online systems when required.

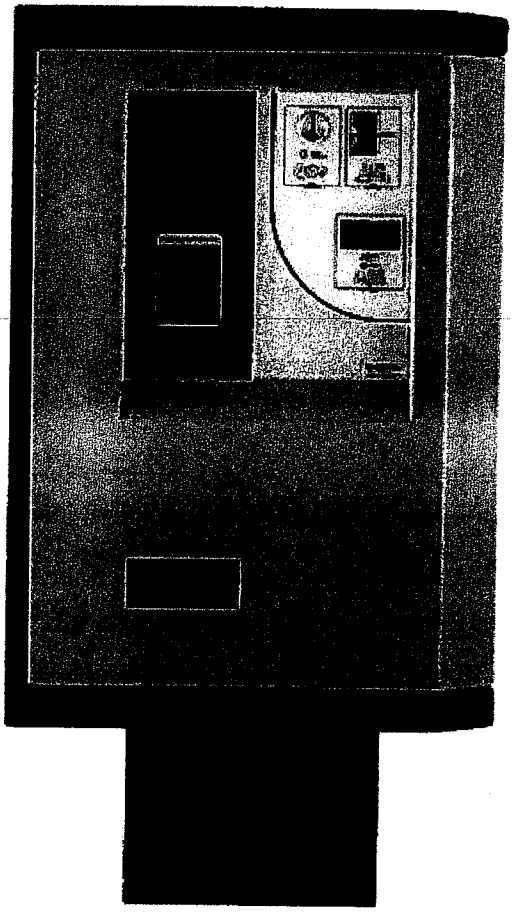
Online

We developed our Enterprise Management System (EMS) to give SHELBY online capabilities. With EMS, you can use the Internet to manage your parking systems. EMS can connect you directly to your pay stations – each station can advise you when repairs are required and when they should be emptied. No additional hardware is required – SHELBY is EMS-ready and just needs a simple Ethernet connection to the Internet.

Server Option

The Enterprise Server option of our EMS service gives our clients the option to own their own server and online software. This option provides clients with complete control over all data and can be very cost-effective in municipal or campus deployments.

SHELBY Specifications



- Cabinet – 12 gauge cold rolled or stainless steel with no pry points
- Payment Options – Coins, Bills, Credit Cards, Smart Cards, Value Cards
- Card Reader – Cards are not ingested – no moving parts. Reads Track 1, 2 and 3 of all magnetic stripe cards conforming to ISO 7810 and 7811. Reads and writes to chip-based smart cards conforming to ISO 7810 and 7816
- Note Stacker – 1,000 bill capacity
- Coin Change – Dual hopper option
- Thermal Printer – 2" receipt width
- Display – Color LCD with 320 x 240 resolution
- Keypad – Tactile buttons
- Locks – Can be re-keyed twice without removing lock cylinder
- Communications – GSM/GPRS, CDMA, 802.11b/g Wi-Fi, Metro Scale Wi-Fi Networks, Ethernet
- Environmental Specifications – -40° F to +140° F (-40° C to +60° C)* and up to 85 percent relative humidity (non-condensing)
- **Power** – AC 120 V, 60 Hz for charging battery or pole mounted solar panel (40 W)
- **Operation Modes** – Pay-and-Display and Pay-by-Space
- **Multilingual Option** – Up to four languages using roman or non-roman characters
- **Audible Alarm** – Senses shock and vibration
- **Online Option** – EMS integration to provide real-time credit card processing, real-time reporting, maintenance and security alarms, remote rate configuration, DPT Web Services integration with third-party technologies, and more
- **Color** – Custom colors available
- **Instruction Panel** – Customizable
- **Standards** – PCI compliant, UL/CSA approved, ADA compliant

* -40° F (-40° C) based on separately purchased heater/insulator option. Low end of range is -4° F (-20° C) ambient without heater/insulator option.

Digital Payment Technologies Corp.

We are an industry leader in the design, manufacture, and distribution of multi-space pay stations, parking management software, and online services. From our beginnings with the Intella-Pay, we've grown to become a leading supplier of innovative parking pay station solutions. We offer an expanded range of Web-based applications and integration with third-party technologies in such areas as smart cards, communications protocols, and enforcement systems.

We're always exploring new ways to add value to our products:

- first North American on-street parking pay station integrated with a metro-scale Wi-Fi network
- first to enable clients to host their own server for online services
- first to integrate a color screen into a multi-space on-street parking pay station
- first to develop integration between pay stations and Pay-by-Phone parking so enforcement data can be automatically consolidated for both systems

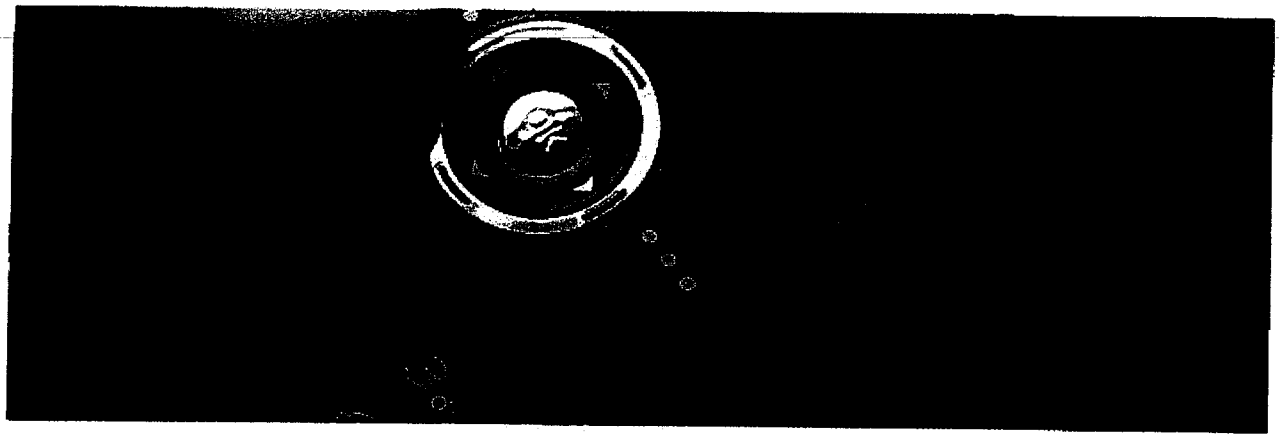
Our products are supported by outstanding customer service. We're available to help you around the clock with 24/7 telephone support. Our Customer Service Support Portal allows you to e-mail support questions, check the status of your helpdesk ticket, download product documentation, browse knowledgebase articles, and access live remote support. We also have a growing network of resllers to provide local sales and on-site support.

DIGITAL
PAYMENT TECHNOLOGIES

To learn more about SHELBY, please call 888-687-6822 or visit our Web site at www.digitalpaytech.com.

Pay-by-Cell

More Convenience, More Revenue



Expand the payment options available to parkers, increase revenues, and raise the rate compliance by allowing parkers to pay using their cell phone.

Digital Payment Technologies (DPT) has teamed up with Verrus Mobile Technologies to bring you integrated Pay-by-Cell functionality. With Pay-by-Cell, you can also reduce enforcement costs, increase operational efficiency and receive consolidated transaction reporting.

Pay-by-Cell Application

The Verrus Pay-by-Cell solution allows parkers to use their cellular phone to pay for parking easily and conveniently. Parkers pre-register their name, credit card number, and cellular phone number once. Future parking purchases are then automated by calling a dedicated number, entering the lot number, and the amount of time needed. Call, pay and go!

Pay-by-Cell Benefits

Additional Payment Option

Providing parkers with the convenience of more payment choices increases compliance and reduces your enforcement costs. You can also allow parkers to add more time to a permit purchased at a pay station using their cellular phone.

Increase Revenues

Statistics have shown that providing new payment options like Pay-by-Cell can increase revenues dramatically as parkers select rates that allow parking for longer periods of time.

Consolidated Enforcement Data

Transaction data from the Pay-by-Cell system can be easily merged with your pay station transaction data to provide consolidated reporting at the pay station for enforcement purposes.

Consolidated Revenue Data

Transaction data from the Pay-by-Cell system can be easily merged with your pay station transaction data to provide consolidated revenue reporting.

Additional Pay-by-Cell Applications

- Ticket-less hotel guest passes
- Online airport or event reservations
- Electronic parking validation
- Coupons
- Automated violation payment system

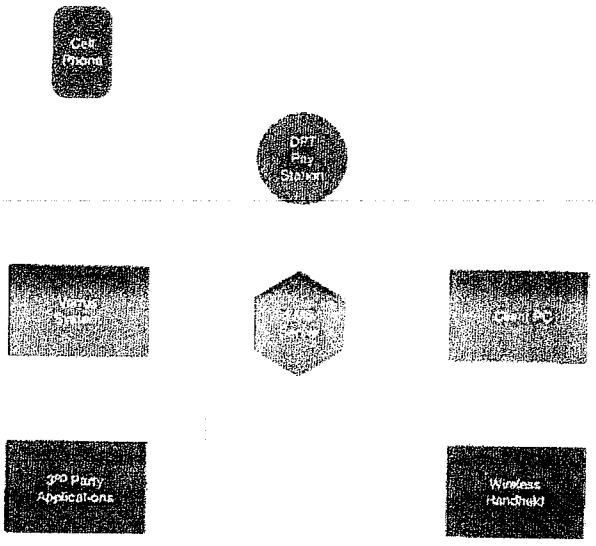
verrus

DIGITAL PAYMENT TECHNOLOGIES

Pay-by-Cell

Technology Integration

Through the integration of DPT's LUKE or SHELBY pay stations, DPT's Enterprise Management System (EMS) and the Verrus Pay-by-Cell solution, you will provide parkers with a higher level of convenience, enforcement officers with consolidated enforcement reports, and management with consolidated transaction data.



Network Components

- DPT's LUKE or SHELBY pay station
- DPT's Enterprise Management System (EMS)
- Subscription to Verrus Pay-by-Cell service
- Network Connectivity*
- Pay-by-Space operation

* *GPRS. CDMA, 802.11b/g WiFi, Metro Scale Wi-Fi, Ethernet*

If you would like to add Pay-by-Cell to your parking operations or would like more information regarding how Pay-by-Cell functionality can work for you, talk to us today.

Digital Payment Technologies
4105 Grandview Highway
Burnaby, BC
V5C 6B4
1.888.687.6822 | digitalpaytech.com

verrus

DIGITAL
PAYMENT TECHNOLOGIES

Capital Improvement Program Proposal – Detail

Department Name	**Acton Fire Department**	***Project***	**PPE Replacement**
		Fiscal Year	**2011**
Department Head	**Chief Robert Craig**	***Cost***	**$40,000**
		Priority	**1** *of* **2**

1. Description: *This request is to purchase replacement Personal Protective Equipment (PPE) consisting of helmets, turnout coats and pants and boots. One half of the PPE would be replaced.*

2. Useful Life: *5 Years*

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

[X] ***Schedule Replacement***

New or Expanded Service

Other (Please Explain)

Increase Personnel Efficiency

[X] ***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***

4. Justification: *This replacement has been previously documented by capital request information. PPE is recommended to be replaced every 5 years, due to degradation of the component materials.*

5. How Was this Project's Priority Determined? *By Replacement Schedule*

6. Estimated Cost: $40,000
Less Trade-In (If Applicable) N/A
Net Cost $40,000

7. Are Non-Town Revenues Available to Reduce Cost? *Possibly.*

8. If this Project is Delayed, What will be the Effect on your Department? *Operating with potentially unsafe PPE.*

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget		***Expense Budget***	
Increase	**N/A**	Increase	**N/A**
Decrease	**N/A**	Decrease	**N/A**

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**Acton Fire Department**	***Project***	**MDT/GPS Units - Fire Apparatus**		
		Fiscal Year	**2011**		
Department Head	**Chief Robert Craig**	***Cost***	**$36,000**		
		Priority	**2**	*of*	**2**

1. Description: *This request is to purchase mobile data terminals (MDT)*

2. Useful Life: *10 years*

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement		***Increase Personnel Efficiency***
New or Expanded Service	X	***Replace Obsolete or Unsafe Equipment***
Other (Please Explain)		***(Explain Disposal of Old Equipment)***

4. Justification: *This project was able to be started in FY10 with the purchase of 3 MDT's. This will complete the project by the purchase of MDT's for the rest of the apparatus.*

5. How Was this Project's Priority Determined? *Completion of project.*

6. Estimated Cost: $36,000
Less Trade-In (If Applicable) N/A
Net Cost $36,000

7. Are Non-Town Revenues Available to Reduce Cost? *Possibly.*

8. If this Project is Delayed, What will be the Effect on your Department? *We would continue to operate in a less efficient manner relative to communication of information.*

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget		***Expense Budget***	
Increase	**N/A**	Increase	**N/A**
Decrease	**N/A**	Decrease	**N/A**

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**HEALTH**	***Project***	**Car #13**		
		Fiscal Year	**2011**		
Department Head	**Doug Halley**	***Cost***	**$25,000**		
		Priority	**1**	*of*	**4**

---

1. Description

This will fund the replacement of a 1996 Ford Tempo (Car #13) with a 2010 Toyota Prius or equivalent.

2. Useful Life 10 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

X	***Schedule Replacement***	***Increase Personnel Efficiency***
	New or Expanded Service	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)	

4. Justification

This vehicle has been in use since July of 1996. In 2009 the vehicle was unable to pass safety inspections.

5. How Was this Project's Priority Determined?

The age and condition of the current vehicle determined its priority.

6. Estimated Cost ***$25,000***

Less Trade-In (If Applicable) ***N/A***

Net Cost ***$25,000***

7. Are Non-Town Revenues Available to Reduce Cost?

The vehicle will be funded from the Haz Mat and Food Services Revolving Accounts.

8. If this Project is Delayed, What will be the Effect on your Department?

Delay of this project will be relying on an inadequate and increasingly undependable vehicle for inspectional and emergency health services.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget		***Expense Budget***	
Increase	No affect	Increase	No affect
Decrease	No affect	Decrease	No affect

10. Attachments, if Applicable.

See Attached.

Capital Improvement Program Proposal – Detail

Department Name	**HEALTH**	***Project***	**Community Health Assessment**
		Fiscal Year	**2011**
Department Head	**Doug Halley**	***Cost***	**$60,000**
		Priority	**2** *of* **4**

---

1. Description

This will fund a Community Health Assessment which will increase awareness of community health problems and allow the Board of Health to be more responsive in solving community health problems through long term planning.

2. Useful Life 20 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

	Schedule Replacement		***Increase Personnel Efficiency***
X	***New or Expanded Service***		***Replace Obsolete or Unsafe Equipment***
	Other (Please Explain)		***(Explain Disposal of Old Equipment)***

4. Justification

Community Health and wellness are becoming an increasing concern as the population ages and becomes more diverse. Delineation of what public health concerns face each segment of the population is essential if appropriate public health programs are to be implemented.

5. How Was this Project's Priority Determined?

A community health assessment for Acton has never been done. Public Health programs have been implemented haphazardly without a focus and surety that they are addressing real needs.

6. Estimated Cost	***$60,000***
Less Trade-In (If Applicable)	***N/A***
Net Cost	***$60,000***

7. Are Non-Town Revenues Available to Reduce Cost?

A $15,000 gift from the Friends of the Nursing Service was previously given but was taken back when the project was not approved for 2010. FANS will be asked if they would still like to contribute.

8. If this Project is Delayed, What will be the Effect on your Department?

Delay of this project will be relying on continuing the implementation of public health programs in a haphazard fashion without a focus and surety that they are addressing the needs of the community.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget		***Expense Budget***	
Increase	No affect	Increase	No affect
Decrease	No affect	Decrease	No affect

10. Attachments, if Applicable.

See Attached.

Capital Improvement Program Proposal – Detail

Department Name	**HEALTH**	***Project***	**NPDES Compliance**
		Fiscal Year	**2011**
Department Head	**Doug Halley**	***Cost***	**$50,000**
		Priority	**3** *of* **4**

---

1. Description

This will fund an assessment of the six minimum Stormwater controls required by EPA under the Town's NPDES permit and to retool illicit discharge and good housekeeping programs as required.

2. Useful Life 5 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

	Schedule Replacement		***Increase Personnel Efficiency***
X	***New or Expanded Service***		***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)		

4. Justification

The Town's five year NPDES permit for Stormwater activities expires in 2008. The Town is required by EPA to reapply by preparing a new five year plan. Abutting communities have been fined up to $50,000 for non-compliance.

5. How Was this Project's Priority Determined?

Communities that do not comply with the requirements of an NPDES permit can receive significant fines. The risk of fines places this project in the high priority range.

6. Estimated Cost ***$50,000***

Less Trade-In (If Applicable) ***N/A***

Net Cost ***$50,000***

7. Are Non-Town Revenues Available to Reduce Cost?

There have been no non-town revenues identified to reduce or offset this cost.

8. If this Project is Delayed, What will be the Effect on your Department?

Delay of this project would place the Town at risk for fines from EPA. Program is designed to protect and enhance the community's water resources delay in implementation would have a negative impact on those resources.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget		***Expense Budget***	
Increase	No affect	Increase	No affect
Decrease	No affect	Decrease	No affect

10. Attachments, if Applicable.

See Attached.

Capital Improvement Program Proposal – Detail

Department Name	**HEALTH**	***Project***	**MFPBWT- Solar Array**
		Fiscal Year	**2011**
Department Head	**Doug Halley**	***Cost***	**$TBD**
		Priority	**4** *of* **4**

---

1. Description

A solar array would be installed at the Middle Fort Pond Brook Wastewater Treatment Facility. Energy produced by the array would be used by the facility or placed back into the grid.

2. Useful Life 30 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

	Schedule Replacement		***Increase Personnel Efficiency***
X	***New or Expanded Service***		***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)		

4. Justification

Electrical costs are a future unknown. Producing energy to operate the wastewater facility will stabilize operation and maintenance costs for the facility and will provide a benefit for the users within the sewer system.

5. How Was this Project's Priority Determined?

A study has just begun to define the capital outlay and more information must be obtained before moving forward. However, in the last State Revolving Fund round all solar energy projects were given grants instead of loans funds to complete their projects.

6. Estimated Cost ***$TBD***

Less Trade-In (If Applicable) ***N/A***

Net Cost ***$TBD***

7. Are Non-Town Revenues Available to Reduce Cost?

The project will be funded from the State Revolving Funds.

8. If this Project is Delayed, What will be the Effect on your Department?

Delay of this project may mean the loss of a grant opportunity from the SRF.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget		***Expense Budget***	
Increase	No affect	Increase	No affect
Decrease	No affect	Decrease	No affect

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**Neswc / transfer station**	***Project***	**Replace 1996 Somerset Trailer**
		Fiscal Year	**2011**
Department Head	**Russell Robinson**	***Cost***	**$84,500**
		Priority	**1** *of* **6**

1. Description

Used to haul trash to the NESWC facility in N. Andover, MA.

2. Useful Life 10 years

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

x	***Schedule Replacement***	***Increase Personnel Efficiency***
	New or Expanded Service	***Replace Obsolete or Unsafe Equipment***
	Other (Please Explain)	***(Explain Disposal of Old Equipment)***

4. Justification

Scheduled replacement. This trailer will be 15 years old in 2011

5. How Was this Project's Priority Determined?

By age and condition of existing vehicle.

6. Estimated Cost	***$84,500***
Less Trade-In (If Applicable)	
Net Cost	***$84,500***

7. Are Non-Town Revenues Available to Reduce Cost?

No

8. If this Project is Delayed, What will be the Effect on your Department?

We will continue to repair the current trailer.

9. Please Describe the Effect of this Project on your Operating Budget.

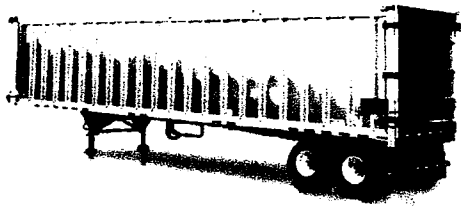
Personnel Budget		***Expense Budget***	
Increase		Increase	
Decrease	No Impact	Decrease	X

10. Attachments, if Applicable.

LIVE FLOOR TRAILER

The DYNA HAULER/LF is an open top transfer trailer engineered for municipal or commercial use. The trailer unloads horizontally, eliminating the sometimes-dangerous problem of tipping at the landfill. It is available in steel or aluminum and includes many hard working standard features such as four heavy-duty aluminum cast hinges with stainless steel pins, tailgate mounted lighting for additional visibility and lower maintenance, and a tapered steel sub frame for added strength and extended trailer life. You can rely on the LF for all your waste hauling jobs.

REQUEST MORE INFO



SMOOTH available
Click to learn more.

STANDARD SPECIFICATIONS (ALF&SLF MODELS):

Suspension
Reyco 21B, 4 spring, 52,000 lb. capacity.
Axles
Ingersoll F22H, 25,000 lb. capacity, with automatic slack adjusters.
Brakes
16 1/2" x 7"
Hub & Drum Assembly
20", 5 spoke
Rims
22.5" x 8 1/4" tubeless
Tires
Bridgestone, R194, 11R22.5, 14 ply.
Landing gear
Holland Mark V
Fifth Wheel
3/8" high-tensile
Lighting
Trucklite&174; sealed harness.
Bumper
heavy duty push bumper with tow hooks
Live Floor
Hallco or Keith

STANDARD ALUMINUM SPECIFICATIONS (ALF MODEL):

Sides
5/32" 5454-H34
Front
3/16" 5454-H34
Tailgate
5/32" 5454-H34
Cross Members
4" I-Beam, 6061-T6 on 12" centers.
Top Rail Outside
9" extrusion with 1/2" sides and 3/4" top
Bottom Rail
1/4" extrusion "J" channel 6061-T6
Side Posts
Extruded aluminum, 6061-T6
Long Members
6" aluminum "Z" rail, 6061-T6
Suspension Subframe
3/16" formed high-tensile (50,000 lb. min.) steel channel.
Top Cross Tie
(1) center, (1) rear, roller style
Optional Features
Spare tire carrier. Special tailgates. Special tires, wheels and rims. Special paint. Optional 15" or greater king pin location. Compactor hook-ups. Horizontal side braces. Closed top model available. Lightweight models available. Higher strength steel available Top covers. Tarp options. ABS. For other options, contact factory.

STANDARD STEEL SPECIFICATIONS (SLF MODEL):

Sides
12 ga., 50,000 PSI minimum yield.
Front
12 ga., 50,000 PSI minimum yield.
Tailgate
12 ga., 50,000 PSI minimum yield.
Cross Members
4" JR I-Beam on 12" centers.
Top Rail
6" x 4" x 3/16"
Bottom Rail
10 ga. formed high-tensile steel.
Side Posts
5 5/8" x 3 1/4" formed 12 ga. on 24" centers.
Long Members
3/16" formed high-tensile steel.
Suspension Subframe
3/16" formed high-tensile steel channel.
Top Cross Tie
(1) center, (1) rear, roller style
Optional Features
Spare tire carrier. Special tailgates. Special tires, wheels and rims. Special paint. Optional 15" or greater king pin location. Compactor hook-ups. Horizontal side braces. Closed top model available. Lightweight models available. Higher strength steel available Top covers. Tarp options. ABS. For other options, contact factory.

Standard specifications may vary according to customer preferences and requirements. At J&J, we custom build to suit your needs.
Licensed under U.S. Patent No. 5,454,620.

TOP OF PAGE

09/09/09 12:11

Quote: 66975 # 1

Somerset Welding & Steel, Inc. Type: ALF
10558 Somerset Pike Order:
P.O. Box 735 PO No:
Somerset, PA 15501
Phone: (814) 444-3400 Fax: (814) 443-2621

Customer

ONYX TRANS INC
18 WETHERBEE STREET
ACTON MA 01720
Attn: John Durkin
Phone: 508-328-7837 Fax: 978-287-4052

Brief Description

Alum Live Floor 48'x 102"w x 104"h.

Number of Units: 1 Entered By:
Sales Rep:
Inside Sales:

DIMENSIONS:	LENGTH	48' 0"
	WIDTH	102.000"
	HEIGHT	104" CU. YD. = 120
	KING PIN SETTING	36"
	5TH WHEEL HEIGHT	50" Overall Trailer Height: 13' 2.625"
	LANDING GEAR LOCATION	36' 8" From Back Of Gate
	CROSSMEMBER SPACING	12"
	SIDE POST SPACING	24"
BODY MATERIAL:	SIDE FRONT	3/16" Alum Sheet
	SIDE REAR	3/16" Alum Shee LENGTH: .00 " IF MATERIAL VARIES
	BULKHEAD	3/16" Alum Sheet
	SIDE POSTS	Heavy Side Post Extrusion
	TOP RAIL	9" 3/4" Top Rail-No Grooves
	REAR BRACE	Top Rear Roller Brace
	INTERMEDIATE BRACE	Intermediate top Roller Brace Qty: 1
FLOOR:	WALKING MECHINISM	KEITH 24 SLAT 2301-3.5" 48'LB CYL 3.5
	HYDRAULICS	Powered by Customers Wetline
	HOOK UP	5100 couplers,Bulkhead
TAILGATE:	HARDWARE TYPE	Barndoor
	STYLE	Horizontal paneled barndoor
	SHEET	5/32" Alum Sheet
	HEIGHT	104"
	NUMBER OF PANELS	4
	CONTROLS	Latch ass'y, Barndoor gate
	SLOP LATCH	Slop Latches On Gate 26" From Bottom of Gate
	RUBBER SEAL	Rubber Gate Seal
FRAME:	LONGMEMBERS	Z-Rail Extrusion 3/8"
	CROSSMEMBERS	4" I-Beam @2.70#
	SUSPENSION SUB-FRAME	12" Formed Steel
	LANDING GEAR	Holland Mark V Landing Gear
	BUMPER	Push Bumper w/Center Pin Grab
RUNNING GEAR:	SUSPENSION	Reyco 21B 52K 9-Leaf
	AXLES	Dana D22 #25000 .58 Wall 102" wide trailer
	HUBS AND DRUMS	Walther Hub piloted short stud
	TIRE STYLE	Dual
	WHEELS OUTSIDE	Wheel 22.5x8.25 10H Pilot Stl
	WHEELS INSIDE	Wheel 22.5x8.25 10H Pilot Stl
	TIRES	General,S370,11R22.5,16Ply
	BRAKES	Air Brake System 4S/2M
ACCESSORIES:	LADDERS FRONT	Bulkhead Mounted
	LADDERS BACK	Tailgate Mounted
	TARP RAIL	Grooved Tarp Rail, Both Sides
	STRIPE	Stripe,Black,1,73002
	TARP HOOKS	Front & Rear
MISCELLANEOUS:	ELECTRICAL	Std.light package in gate
	MUDFLAPS	J & J Mudflaps (Std)
	MUDSHIELD	***None***
PAINT:	BODY	Acid Clean

(Continued on Next Page)

Somerset Welding & Steel, Inc.
10558 Somerset Pike
P.O. Box 735
Somerset, PA 15501
Phone: (814) 444-3400 Fax: (814) 443-2621

Customer

ONYX TRANS INC
18 WETHERBEE STREET
ACTON MA 01720
Attn: John Durkin
Phone: 508-328-7837 Fax: 978-287-4052

Brief Description

Alum Live Floor 48'x 102"w x 104"h.

Number of Units: 1 Entered By:
Sales Rep:
Inside Sales:

STEEL ATTACHMENTS As Specified Silver

Appx. Weight: 19,688 lbs
Base Price / Unit: $74,425.00

(Optional Equipment)

1	LANDING G.	LANDING GEAR CRANK ON PASSENGER	SIDE
1	BULKHEAD	VISION WINDOW PER SKETCH	
1	OTHER	HUB-O-METER	
1	TIRE	GENERAL S370 11R22.5 16 PLY	
1	WHEEL	HUB PILOTED 22.5 X 8.25 STEEL	
1	FRAME	SPARE TIRE CARRIER	
1	SIDES	2 ROWS OF HORIZONTAL SIDE BRACES	FULL LENGTH EACH SIDE--SEE 03W-4106. USE SAME TYPE OF POST, AND BRACING
1	HOSES	100" HYD. HOSE ON TRAILER	

Price / Unit Including Options: $74,425.00
Federal Exise Tax / Unit:
Delivery Charge / Unit: 800.00
Total Due: $75,225.00

Special Remarks:
WARNING: The "Overall Height" of this unit was calculated using a standard 5th wheel height, if your 5th wheel is different from that shown, please ask your sales representative to adjust this dimension, or recalculate the difference for an accurate "Overall Height".

NOTE: DESIGN CHANGES OCCUR ON A YEARLY BASIS. NOT ALL FEATURES ARE DUPLICATED FROM ONE MODEL YEAR TO ANOTHER.

Unless indicated above, F.E.T., and sales tax are NOT included in price.

NOTE: If a purchase order is required for payment, the purchase order must be provided before we enter this quote as an order and order any material for this job.

Please review carefully. If you have any questions, contact this office or your sales representative. If there are no questions, please sign and return one of the enclosed copies. We must have a signed copy of this quotation before we process and fabricate your order.

Terms: NET ON DELIVER

PRICE SUBJECT TO CHANGE AFTER 30 DAYS

*** If accepted, changes to orders within two weeks of scheduled production will incur a *** $150.00 administrative fee plus the option cost & may delay scheduled delivery.

(Customer Signature) Date:

Capital Improvement Program Proposal – Detail

Department Name	**HIGHWAY**	***Project***	**Replace Engineering Van**
		Fiscal Year	**2011**
Department Head	**RUSSELL ROBINSON**	***Cost***	**$ 26,000**
		Priority	**2** *of* **6**

1. Description

This van is used for all engineering outside work.

2. Useful Life 10

3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

x	***Schedule Replacement***	***Increase Personnel Efficiency***
	New or Expanded Service	***Replace Obsolete or Unsafe Equipment***
	Other (Please Explain)	***(Explain Disposal of Old Equipment)***

4. Justification

Schedule replacement. This vehicle will be 17 years old in 2011

5. How Was this Project's Priority Determined?

By age and condition of existing vehicle

6. Estimated Cost	***$26,000***
Less Trade-In (If Applicable)	***Unknown at this time***
Net Cost	***$ 26,000***

7. Are Non-Town Revenues Available to Reduce Cost?

No

8. If this Project is Delayed, What will be the Effect on your Department?

We will continue to repair the current vehicle.

9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget		***Expense Budget***	
Increase		Increase	
Decrease	No impact	Decrease	x

10. Attachments, if Applicable.

TOWN OF ACTON
14 Forest Road
Acton, Massachusetts 01720
Telephone (978) 264-9624
Fax (978) 264-9610
highway@acton-ma.gov

Highway Department

VEHICLE REQUEST FORM
INSTRUCTIONS & INFORMATION

The Town of Acton is voluntarily complying with the Federal Energy Policy Act of 1992, which requires government fleets to meet the following standard—75% of new Light-Duty Vehicles (LDVs) acquisitions to be Alternative Fueled Vehicles (AFV). LDVs are defined as 8500 GVWR or less. Off-road, non-administrative emergency vehicles, and vehicles acquired solely for research or testing purposes are exempt from this standard. All new vehicles must be an EPA certified "Smart Way" or "Smart Way Elite" vehicle. Acton's minimum miles per gallon standard for **all new** LDV purchases are as follows:

New NHTSA Calculation:	Gasoline	E-85
• Sedans/station wagons	21 mph city	N/A
• Full size Pick-ups & SUVs 2WD	15 mph city	11 mph city
• Full size Pick-ups & SUV 4WD	14 mph city	9 mph city

To determine which vehicles meet the "Smart Way" certifications and mpg standard use the ratings at:
www.epa.gov/greenvehicles

STEP-BY-STEP INSTRUCTIONS TO COMPLETE THE REQUEST FORM

1. Complete Section A with information on the vehicle to be purchased and the vehicle to be replaced (if applicable).
2. Complete Section C if the request is to purchase an SUV, four wheel drive pickup, full size sedan or a police equipped vehicle.
3. Complete Section D if you are requesting an expansion to the size of your fleet.
4. Obtain signature of Department head or designee in Section B.
5. Please Complete Section 1 of Appendix A.
6. Make an appointment with the Town Mechanics (1) to review the existing vehicle and (2) complete Appendix A prior to submission.

Asset code

Departments must use one of the following commodity codes when processing a request:

1. Sedans & Station Wagons
2. Vans, Light Duty Trucks and SUVs (GVW of 8500 lbs or less)
3. Van, Buses & Trucks (GVW of over 8500 lbs.)
4. Alternative Fuel Vehicles
5. Police Pursuit Vehicles

VEHICLE REQUEST FORM (page 1)

Dept. ENGINEERING	Contact Name BRUCE STAMSKI
Asset code # 3	E-Mail bstamsli@acton-ma.gov

Section A

Expansion/Replacement	☐ Expansion ☐ Transfer [x] Replacement (Complete Section D for Expansion Requests)	If transferred, identify the receiving entity
Purchase From:	[x] State Contract ☐ Surplus ☐ Quote ☐ Bid	Purchase Option [x] Purchase ☐ Lease-Purchase

Vehicle Requested ☐ New ☐ Used

VEHICLE DATA	VEHICLE TO BE REPLACED	REQUESTED VEHICLE
Year	1994	
Make	FORD	
Model	E-150	
Vin	1FTEE14NXRHB67306	N/A
License #	M1877	N/A
Inventory tag #	12	N/A
Current Odometer	35,500	*Estimated*
Annual Miles Driven	*Prior FY Actual*	*Estimated*
Vehicle Value		
Vehicle Type	VAN	
Check all that apply	☐ 4WD ☐ Police Equipped	☐ 4WD ☐ Police Equipped
Primary Assignment	☐ Individual ☐ Function [X] Pool	☐ Individual ☐ Function ☐ Pool
Vehicle Purpose	☐ Employee Transportation ☐ Department Pool ☐ Task Specific (describe) ☐ Special Purpose (describe) [X] ENGINEERING	☐ Employee Transportation ☐ Department Pool ☐ Task Specific (describe) ☐ Special Purpose (describe)
Reason for Replacement	[X] Routine (over 120,000 miles) ☐ Other (Complete Section E)	Actual Disposal Date/Miles
Estimated Disposal Date FALL 2010		

Section B: SIGNATURES

Requesting Person	Department Head [X] Approved ☐ Denied
Date:	Date: 9/14/2009

SECTION C; ADDITIONAL JUSTIFICATION FOR CERTAIN VEHICLE TYPES
Section must be completed if a SUV, 4wd drive vehicle, full size sedan or police equipped vehicle requested

Special Requirements: Check all that apply

- ☐ Regularly driven off road or on unimproved roads
- ☐ Equipment/Tool Storage
- ☐ Passenger Occupancy
- ☐ Utility Features
- ☐ Pursuit Vehicle
- ☐ Other

Describe the specific need here. Include justification describing why a lower cost; more fuel-efficient vehicle is not sufficient to meet agency needs.

SECTION D: ADDITIONAL JUSTIFICATION FOR FLEET EXPANSION
This section must be completed for expansion vehicle requests.

Reason for expansion: Check all that apply and then describe in detail in the space provided below:

- ☐ New Statutory Requirements
- ☐ Fleet Increase Approved by Town Manager
- ☐ Program Changes
- ☐ Other

Describe the need to expand the fleet here.

SECTION E: REASON FOR REPLACEMENT
If "Other" was selected as the reason for replacement on page one, provide additional information below.

15 YEAR OLD VAN. SEE MACHANICS REPORT

SECTION F: PROJECTED ACTIVITY (per vehicle)			
	Within Acton	**Outside of Acton**	**Total**
Miles/Year	2300	75	
Hours/Year			

SECTION G: INCREMENTAL COST FOR VEHICLE PURCHASE (per vehicle)		
Existing annual vehicle cost: $	New annual vehicle cost: (purchase price times 12.33% plus cost of fuel and maintenance) $	Incremental cost: (baseline – new) $

SECTION H: VEHICLE VENDOR INFORMATION	
Contact	
Title	
Company	
E-mail	
Address	
City & State	
Zip code	
Phone	
Fax	

SECTION I: EXISTING VEHICLE INFORMATION						
Fuel Type	☐ CNG	☐ Diesel	☐ LNG	☐ LPG	[X]Gasoline	☐ Other
Fuel Usage in Miles Per Gallon:						

SECTION J: NEW VEHICLE INFORMATION							
Fuel Type	☐ CNG	☐ Diesel	☐ LNG	☐ LPG	☐ Gasoline	☐ E85	☐ Other
(If utilizing more then one fuel type, indicate witch fuels and percentage operating time for each.)							
Emissions per vehicle (please indicate units-g/bhp-hr,or g/gallon)							
NOx		VOC			PM2.5		
Emissions certified by:							

☐ EPA	☐ Alternate Certification (specify and attach documentation)
Vehicle use: ☐ On road ☐ Off-road	Type of Equipment:
Fuel usage MPG	
(Use the City rating at: http://www.epa.gov/greenvehicles	

ADDITIONAL REQUIRED INFORMATION

Purchase / lease information:

- Anticipated cost:_____
- Lease Period: _____month/years
- Anticipated Annual Mileage: _____
- Maximum Annual Mileage (leased vehicles): _____
- Cost in Excess of Allowed Annual Mileage (leased vehicles): _____

_____

If you require this vehicle for commuting, please detail one-way mileage between employee's home and office, address of over night parking, and the need for this vehicle for commuting purposes.

_____

If you will not be purchasing an AFV, please attach documentation to explain why you will not be able to purchase an AFV.

OVER 8500GVWR

APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 1 of 2

Section 1: Existing Vehicle Information – to be completed by Requestor

Make	Model	Year	Car/Truck #	Lic Plate #
FORD	E-150	1994	12	M1877

Fuel Type: ( ) CNG ( ) DIESEL ( ) LNG ( ) LPG (X) GASOLINE ( ) OTHER _____

Section 2: Existing Vehicle Condition – to be completed by the Town's Mechanics

GVWR:	Fuel Usage (mi/gal):	
Engine Type: 4 cyl	6 cyl	8 cyl X
Transmission Type: Manual	Automatic X	

Condition of Vehicle – to be completed by the Town's Mechanics

Part	Excellent	Good	Fair	Poor	Date Last Repaired
Engine		X			
Transmission		X			
Frame			X		
Differential		X			
Brakes (Power?)		X			
Steering (Power?)		X			
Suspension			X		
Clutch					NA
Body				X	
Radiator			X		
Battery		X			
Air Conditioner		X			
Heater		X			
Lights		X			
Upholstery		X			
Paint		X			
Glass		X			
Jack		NA			NA
Radio AM/FM		X			
Radio – 2-Way		X			
Tires:					
R Front		X			
L Front		X			
R Rear		X			
L Rear		X			
Spare		X			

APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 2 of 2

Mechanic's Narrative

The engineering van is 15 years old. As with any vehicle this age any thing can go wrong at any time. This vehicle has been fairly reliable. The major problem with it is the suspension. It has been over loaded with extra weight. The body is showing some deterioration. Frame starting to rust out.

C W
Mechanic's Signature

9/14/2009
Date

M-H-Q MUNICIPAL VEHICLES
Formerly A-M-I
401 Elm Street
Marlborough, MA 01752

September 14, 2009

Town of Acton
Public Works

Attn : Russell Robinson

Please find below a budget quote for **a New 15 passenger van** per the Plymouth County Commissioners, Cooperative Procurement Contract #09-10-11. The items offered under this program have been competitively bid and will be subsequently awarded under Massachusetts General Laws, Chapter 7, Section 22B and are available to the Commonwealth's Political Subdivisions.

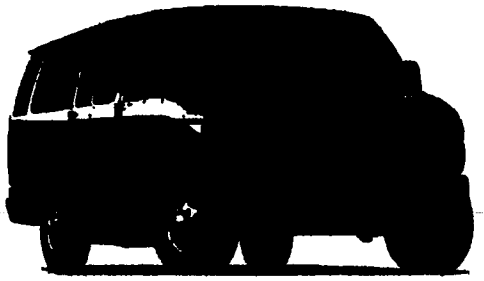
2009 Ford 15 passenger Club Wagon per spec.	$21,990.00
Estimated 2010 model increase	1,099.00
5.4 liter Flex Fuel V/8 engine	no charge
Automatic transmission	no charge
Front & rear Air conditioning & heat	no charge
AM/FM stereo	no charge
Vinyl seats & vinyl floor	no charge
Color : Oxford white	no charge
Hinged side cargo doors	no charge
Advance Trac w/ roll stability control	no charge
Contract Price	**$23,089.00**

Larry Christensen
Fleet Manager

(508) 573-2622 Fax: (508) 573-2722

Plymouth County Commissioners
Cooperative Procurement Specifications

FIFTEEN PASSENGER VAN



Manufacturer: FORD MOTOR COMPANY
Model Year: 2009 OR CURRENT
Model Name: CLUB WAGON
Specification: 09-28/L2.03
Contract Price: $21,990.00

STANDARD EQUIPMENT SUMMARY

- 5.4L E.F.I. V8 engine
- 4 SPD automatic O.D. transmission
- Auxiliary transmission oil cooler
- Power steering
- Maintenance Free 72 Amp Heavy Duty battery
- 120 AMP high output alternator
- 5000 pound front axle
- 6340 pound rear axle
- Heavy duty suspension and handling
- Five (5) LT245/75Rx16E all season tires
- 35 gallon capacity fuel tank
- Tilt Steering Wheel
- Intermittent windshield wipers
- Full factory gauge package
- Scotchlite reflective lettering
- AM/FM radio and digital clock
- Heavy duty full length vinyl floor covering
- Factory tinted glass windows
- Front insulation and headliner
- Driver & right passenger air bags
- Light and convenience group
- Fifteen passenger vinyl seating
- Front & rear air conditioning
- 4 wheel disc brakes w/ anti-lock
- Advance Trac w/ Roll Stability Control
- Aerotype LH/RH manual exterior mirrors
- Dual Hinged Side Cargo Doors
- Transfer of Warning Systems
- Transfer of Radio Equipment